



## Tenant Improvement Plan Submittal Checklist

ALL WORK MUST COMPLY WITH 2021 INTERNATIONAL BUILDING CODE, 2020 NATIONAL ELECTRICAL CODE, 2021 INTERNATIONAL PLUMBING CODE, 2021 INTERNATIONAL MECHANICAL CODES, 2021 INTERNATIONAL FUEL GAS CODE, 2021 INTERNATIONAL ENERGY CONSERVATION CODE, 2021 INTERNATIONAL FIRE CODE AND 2017 ICC / ANSI AII7.1.

### BUILDING PERMIT FORMS

Building Permit Application

### FLOOR PLAN

Show location of other tenants adjacent to area of improvement.

Show existing floor plan before changes

Identify all rooms, show exit doors and where the exits lead to

**TENANT PLANS:** The following items must be listed on plans, (unless item is non-applicable).

Indicate type of improvement

Spaces over 3,000 square feet require a Utah State registered architect stamp on all sheets of plans (original wet stamp and signature required)

Key notes indicating locations on each sheet

Floor plans drawn to scale (1/8" - 1' or larger) clearly indicating specific uses of all areas and general plan of entire space if this is a part of a larger space

Location of existing area and occupancy separation walls (fire rated walls)

Provide information of products to be used and U.L. system numbers for protection of all through penetrations

Differentiation between new and existing construction, doors, windows, corridors, etc.

Clearly dimensioned rooms, corridors, aisles, etc.

Size, material, hardware, fire rating and swing of doors

Window size, type and location with safety glazing indicated

Room finishes with flame spread ratings for wall coverings

Ceilings shown with seismic bracing detail for suspended ceilings

Stair details for all interior stairs

Handrail and guardrail details

Wall construction detailed, show wall heights and bracing details for walls that terminate at suspended ceilings

ComCheck Reports

### ELECTRICAL PLANS

Water & bond

Load calculations

Conduit & water, type, and size

Single line drawing of service

Location of all equipment

Panel schedule grounding electrode

Circuitry of branch circuits & feeders

### PLUMBING PLANS

Isometric Drawing

Details of accessible restroom

Plumbing fixture locations

Exhaust fans

Location of fire and smoke dampers

Mechanical plans (for any new equipment)

Mech. Equip. schedule and efficiency ratings.

### MATERIAL SPECIFICATIONS

UL, ICBO, Gypsum Associations, Energy Code calculations etc.

### FIRE

Deferred Submittals (check if yes)  Automatic Fire Sprinkler System,  Fire Pump,  Fire Standpipe,  Fire Alarm System,  Clean Agent System,  Dry Chemical System,  Commercial Kitchen U.L. 300 Wet Chem. System

Show Fire Department Access

Show Fire Hydrants

Show Flow per Fire Code